



Douglas R. Welch Virtual High School

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Student Handbook 2026-2027

This handbook belongs to:

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Welcome to the 2026-2027 school year. We have many new, exciting and challenging things planned for this year. We expect each student in our program to accept responsibility, as well as show respect for themselves, as well as other students and staff in the program. Our staff is committed to assisting all students in reaching their goals. Best wishes for a successful school year!

This handbook will aid you in determining what is expected of you. Though it does not cover every possible circumstance, it will answer most questions you may have. Students following the guidelines set forth give themselves the greatest chance of success. Please keep in mind that in addition to the guidelines in this handbook, the rules and guidelines of Ionia High School are also followed in this program.

Ionia Public Schools Board of Education

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Ionia Public Schools Board of Education

Our Board of Education is responsible for the formulation and adoption of policies consistent with the laws governing public education as set forth in the Michigan Constitution and other legislative acts. All meetings of the local board are open to the public. Generally, the board meets the third Monday of the month at 7:00 p.m. in Room 304 of Ionia High School.

Ionia Public Schools District Mission Statement:

A community dedicated to the pursuit of excellence

Douglas R. Welch Virtual High School Definition (Hybrid and Homebound)

Douglas R. Welch operates as a hybrid learning program. While students complete a significant portion of their coursework online, onsite classroom attendance is a mandatory component of the program.

Attendance Requirements

- **Weekly Hours:** Students are required to attend the physical classroom for **6 to 12 hours per week**.
- **Scheduling:** The exact number of required hours and the student's specific schedule will be collaboratively determined by the **virtual teacher** and the **parent/guardian** based on academic needs.

Note: Consistent attendance during these designated onsite hours is required to maintain enrollment and ensure academic success in the hybrid program.

The **Douglas R. Welch Homebound High School** program is dedicated to supporting students who are temporarily unable to attend classes on a traditional campus due to health conditions or disciplinary actions.

Enrollment & Referral Criteria

Admission into the Homebound High School program is strictly managed through specific administrative channels. Students may only be enrolled under one of the following conditions:

- **Disciplinary Action:** Placement is mandated as a direct result of a formal district discipline hearing.
- **Counselor Referral:** A student is officially referred by an Ionia High School (IHS) counselor due to qualifying health or medical needs.
- **Doctors Referral:** A student can be recommended by their Medical Physician with a note

Please Note: All counselor and Doctor referrals are subject to review. The final placement and enrollment decision rests solely with the **Douglas R. Welch Principal**.

Note: Consistent attendance during school hours is required to maintain enrollment and ensure academic success in the hybrid program.

Orientation

New Welch students will be required to attend an orientation before they are enrolled in any classes. Enrollment must include the student, a parent or guardian, and a school staff member.

Edgenuity Attendance

Douglas R. Welch offers two types of virtual education: The first is a hybrid model, where students and parents decide on a day, or multiple days for a student to attend in-person to complete Edgenuity. The second is a homebound model for students with very unique circumstances, where students are not required to come in outside of tests and exams. All other items for the students are the same and listed below:

1. Students' attendance will be based on work completed during Welch High School hours (7:40 am to 2:35 pm).
 - a. Work completed past 2:35 pm will be applied to the following school day's attendance.
2. All virtual students are required to take tests and exams in Welch High School to ensure the integrity of the student's scores.
 - a. In the event a student cannot attend, they may coordinate with staff or the Welch Principal to set up a time to use a Google Meet to be monitored on.
 - i. Google Meets are only available for Hybrid students if they have met their in-person attendance requirement for the week.
3. In the event staff is unable to unlock the test or the exam, and the student is unable to complete further Edgenuity coursework, the student will be given an excused absence for the day.
4. Students must complete two hours of Edgenuity coursework to be considered present each school day. Idle time does not count towards the two hours.
 - a. Idle time is listed in Edgenuity and is defined as time logged into Edgenuity, but no progress is being made.
5. Students must also demonstrate forward progress through activity completion in Edgenuity.

Coursework Completion Expectations

To maintain instructional momentum, students are required to submit assignments in their courses. Any student who does not make progress (progress is defined as 7% per day or 35% per week) in the course for a period of 14 days and has not made arrangements with the course instructor will be flagged for follow up. Administration will attempt to reconnect the students and parent/guardian with the course instructor to create a Success Plan for the student. Failure to adhere to the

Success Plan may result in a change in the student's program at any time based on the principal's discretion.

Students have six months to complete classes from the date the classes were added. If classes are not completed by their deadline, classes will be reset to zero and students will have to start the class over.

Returning to Ionia High School

Students who display the skills necessary for a successful return to IHS will be provided transition opportunities at the end of each marking period. Classroom performance, attitude, behavior, and attendance are all factors that will be reviewed for each student requesting to return to Ionia High School.

Credits toward graduation may be earned for all courses offered. Any deviation from written graduation requirements shall involve coordination of and crossover between disciplines as approved by the principal. Any changes will be planned jointly between the students, parent/guardian and counselor.

Role of the Parent/Primary Learning Coach

The parent is the Primary Learning Coach for the student(s). Parental involvement from DAY ONE is critical for student success in the virtual program. It is the parent's responsibility to supervise and guide their students with their coursework. Parents have full access to all of the components of the program and can easily access their student's progress, teachers, schedule, lessons, and grades. A great deal of parental support is necessary for a student to succeed in online education. Parents and students are encouraged to check students' grades regularly.

Douglas R. Welch Virtual High School Pledge

STUDENT PLEDGE

1. I will attend during my scheduled weekly 6 hours at Douglas R. Welch High School, on time, and be ready to work.
2. I will take responsibility for my actions and my education.
3. I will work cooperatively with my parents, Mentor and other students.
4. I will log into Edgenuity every school day for a minimum of 2 hours minus idle time.
5. I will communicate with with my teacher daily
6. I will know and follow the Douglas R. Welch Virtual High School handbook and classroom rules.

PARENT/GUARDIAN PLEDGE

1. When my student is absent, I will contact the school by noon the next day of the absence.
2. I will encourage my student to complete all work on-time and will regularly monitor grades/attendance by using Skyward, Edgenuity, and by checking the weekly Edgenuity report.
3. I will communicate the importance of education and will encourage my student to be responsible for his/her education.
4. I will model respect for the school staff, students, parents and our community.

SCHOOL/STAFF PLEDGE

1. We will provide a safe and supportive learning environment.
2. We will monitor student progress and construct achievement plans for each students' support.
3. We will provide parent/teacher/student conferences as much as needed.
4. We will provide the best education possible in meeting the Michigan Merit Curriculum requirements.
5. We will respect students, their families, and all staff members, along with their roles in our learning community.

Douglas R. Welch Virtual High School Graduation Requirements (As outlined in the Michigan Merit Curriculum and IPS Board policies.)

<u>Course Name</u>	<u>Credits Required</u>
English (English 9, American Literature, World Literature, Senior Elective)	4.0
Mathematics (Algebra I, Geometry, Algebra II, Senior Elective)	4.0
Physical Education & Health	1.0
Science (Biology, Physics or Chemistry, third Science Credit)	3.0
Social Studies (World History, US History, Economics, Government)	3.0
Visual, Performing and Applied Arts	1.0
<u>World Language</u>	<u>2.0</u>

Total Credits Required for Graduation	18.0
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Graduation Notes:

1. Two courses in the same foreign language may be required for entrance into a college/university. Each student is responsible for checking entrance requirements to ensure proper preparation.
2. Core/Graduation requirements have been established by the State of Michigan. All students must complete the required core classes in order to graduate.
3. Students must make a good faith effort on State Standardized Testing to receive a diploma from Ionia Public Schools.

Any deviations must be approved by the Board of Education. Such deviations must best serve the physical or educational needs of the student. Commencement exercises will include only those students who have successfully completed requirements for graduation. A student may be denied participation in the graduation ceremony when personal conduct warrants.

Commencement

To be eligible to participate in the commencement ceremony (graduation), all coursework – including any late or missing assignments or exams – must be finished and turned in by the end of the school day

on the seniors' last day of school. In addition, all Edgenuity courses must be completed.

The following criteria must be met to be eligible to participate in commencement:

1. All coursework is completed by the student's last day of school, and passing grades are received in those classes.
2. M-STEP test(s)
3. ACT WorkKeys test(s)
4. SAT test(s)
5. Cap and Gown fees paid.
6. All charges from Ionia Public Schools paid in full (book fines, library fines, lunch charges, etc.)

Ionia County Career Center (ICCC)

Ionia Public Schools Virtual High School students are eligible for enrollment at HIT in their 11th and 12th grade years. Minimum Core Course credits must be met, and students will be placed after approval from the principal. In addition, if after accumulating enough credits to receive a Virtual High School diploma after the first marking period of their senior year, a student can elect to continue their program of study through the end of the school year.

Dual Enrollment

Effective April 1, 1996, Public Act 160 and Public Act 258 of 2000, created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. The following are some of the eligibility guidelines/standards:

1. Students in grades 10 through 12 may take up to ten postsecondary courses.
2. Students can qualify for dual enrollment by taking one of the following assessments: EXPLORE, PLAN, PSAT, SAT, M-STEP, ACT or MME. Minimum qualifying scores must be achieved.
3. 388.155 Rule 5 (2) the acts do not prohibit a district from

supporting any pupil regardless of eligibility under these acts. A district may elect to support college level courses or career preparation courses for any pupil if it is in the best interest of the pupil.

4. Students must be enrolled in both the eligible school (public or private) and eligible postsecondary institution during the local school's regular academic year and must be enrolled in at least one high school class.
5. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
6. School districts are required to pay an amount equal to the prorated percentage of the statewide pupil-weighted average foundation allowance, based on the proportion of the school year that the eligible student attends the eligible postsecondary institution. Eligible charges include tuition and mandatory course fees, material fees, and registration fees required by an eligible institution for enrollment in the course. Eligible charges do not include transportation or parking costs or activity fees.
7. Students who elect to participate in dual enrollment must stay in the class(es) for the entire semester (not drop or withdraw) and must earn a passing grade. If either of these conditions is not met, the student will be responsible for the entire tuition amount paid by the district.

Edgenuity (E2020)

Edgenuity is a computer-based, on-line learning system that provides students with another medium for achieving academic credit. It allows students to work toward completing required academic courses without sacrificing the rigor of a traditional classroom.

To receive credit for your Edgenuity course, the following requirements must be met:

1. You must achieve a minimum score of 60%.
2. Notes are allowed on all quizzes and tests. Notes do not include copied and pasted quiz/test/exam questions or answers.

3. Students should progress at a minimum of 7% a day. However, 35% per week is the target.
4. Students will be scheduled to a set number of hours per week to be present in the Douglas R. Welch High School.
5. Students are required to log in to their courses each district calendar day for a minimum of 2 hours (minus idle time).

Academic Dishonesty in Edgenuity

It is expected that students working on online courses (Edgenuity) will do so according to the rules and guidelines of the courseware. If students are discovered to be cheating on online courses, teachers and administrators have the right to reset the course to its beginning, thus terminating any progress made up to that point.

Examples of online academic dishonesty include the following:

- 1) Searching for quiz/test/exam questions online
- 2) Copying and pasting quiz/test/exam questions to a document and using that document on a quiz/test/exam.
- 3) Using AI to generate a response.
- 4) Using any sort of online translator
- 5) Any other method as determined by the principal

1st Offense: verbal warning

2nd Offense: resetting of unit to its beginning

3rd Offense: resetting of entire online course

4th Offense: removal from online learning opportunities

In the case of a fourth offense in this category, students must submit a written request for reinstatement of online learning opportunities. *In no way is a written request a guarantee of reinstatement to online learning.* The written request for reinstatement of online learning opportunities will be reviewed by teachers and administrators of Douglas R. Welch Virtual High School.

Dance Passes

Welch Virtual students are allowed to attend Ionia High School dances. In order to attend IHS dances, Welch students must be in good academic

standing, have limited attendance issues, and must not have had any behavioral issues for the school year. Additionally, the Welch Principal, IHS Assistant Principal, and IHS Principal reserve the right to deny entry.

Code of Conduct

All people in the school building or on school property are expected to respect the rights of others and to conduct themselves in an orderly fashion.

Any actions or behaviors that are disruptive to the school day or in any way threaten or harm the emotional or physical safety of another person and the security of our school will not be permitted. Such behaviors or actions include but are not limited to the following:

- The use of vulgar, offensive or suggestive language or gestures.
- Displaying vulgar, offensive or suggestive writings or drawings on computers, books, notebooks, other personal belongings, or on their person.
- Defacing the property, building or contents of the building.
- Any action that disrupts activities or threatens the safety and security of anyone in the building or the property. Also any action or gesture that may be construed as a threat to any person.
- The possession of any weapon, the use of any item as a weapon, or any indication of the intent to use any item as a weapon. **If a weapon is brought onto school property, the student will be turned over to the proper authorities and may be expelled from Ionia Public Schools.**
- Public display of affection that would not be considered appropriate in school or in the workplace.
- There is to be no loitering in restrooms, parking lots, entrances to the building or property adjoining the school campus. Suspended students are not to be on school property during the time of suspension and should, whenever possible, make arrangements for someone other than themselves to pick up makeup assignments.

- IPS Virtual Middle/High School has a zero tolerance for any gang related activity, graffiti, signs, symbols or mannerisms. Such behavior will result in a suspension and/or expulsion.

Anti-Bullying Policy

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, she/he should report it immediately to an administrator, teacher or counselor and allow the administration to determine the appropriate course of action.

“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – (i.e. internet, telephone or cell phone, or wireless handheld device) for text messaging, instant messaging, blog websites or online bullying through social networking sites (e.g., snap chat, facebook.com) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly. Bullying can be physical, verbal, psychological or a combination of all three.

“Aggressive behavior” is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/ shoving.

“At school” is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned or under the control of the District.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Harassment Policy

It is violation of law and school rules for any student or staff member to harass, intimidate, or take any of the following actions toward another student, staff member, or other person associated with the Ionia School District while on District property or at any school related event.

Sexual Harassment

1. **Verbal:** Written or spoken sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats.
2. **Non-verbal:** Bringing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling and the like.
3. **Physical Contact:** Threatened, attempted, or unwanted bodily contact, including patting, pinching, or pushing the body.

Gender/Ethnic/Religious/Disability/Height/Weight Harassment

1. **Verbal:**
 - a. Written or spoken innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc.
 - b. Conducting a "campaign of silence" toward a fellow student, staff member or other person associated with the district by

refusing to have any form of social interaction with the person.

2. **Non-Verbal:** Bringing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures.

If one feels they are the victim of harassment or intimidation in the form of unwanted sexual actions or comments or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, that person should report such behavior to the on-site teacher. All reports shall be kept confidential and shall be investigated as soon as possible.

Police Involvement

School officials have the option to notify police authorities, and in cases of major violations, may press charges. If the police authorities are notified, parents or legal guardians will also be contacted. Any action taken by the police authorities will be in addition to action taken by the school.

Zero Tolerance Policy

The IPS school board has approved a “Zero Tolerance Policy” for the District. It prohibits any group’s activities anywhere on School District property that do not have administrative approval. This means that youth gang activity including the flashing of signs, special handshakes, dressing practices, intimidation, graffiti, violence, special gang lingo and other intentional displays of gang affiliation are forbidden. Indeed, zero tolerance will be given to this type of activity and will result in severe penalties.

Dress Code

The appearance of any young person is primarily the responsibility of that individual and his/her parent(s). We expect students to maintain the type of appearance that is not distracting to students or teachers or to the detriment of the educational process of the school during the day. The school reserves the right to amend the dress code at any time.

Students who are in violation of the dress code will be given the opportunity to change into their own appropriate clothes. Contact with home will be made and someone may bring appropriate clothes for the student.

Specific dress regulations include, but are not limited to, the following:

1. Shirts/tops that reveal bare midriffs are not allowed.
2. Clothing that is considered underwear may not be worn as outerwear.
3. Writing on clothing cannot be profane or sexually suggestive. Clothing cannot advertise alcoholic beverages, restaurants, bars or clubs that sell alcohol, tobacco products, or slogans related to illegal substances or substance abuse, or groups connected to gang activities.
4. No gang-related clothing or paraphernalia is acceptable.
5. Physically revealing or suggestive clothing is not allowed. This includes any article of clothing that reveals undergarments.
6. No chains are allowed in school. Spiked wristbands, spiked neckwear, etc. are not allowed.
7. Sagging pants that reveal undergarments are not allowed.
8. Any clothing that may be distracting, disruptive, and/or threatening is not allowed.
9. Shoes are required at all times.
10. No blankets should be brought to school.

No Smoking Policy

Smoking is not allowed on school grounds, in cars in the parking lot, or within visual sight of the school building. P.A. 314 – Section 2

A person under 18 years of age shall not possess or smoke cigarettes, e-cigarettes or cigars, or possess or chew, suck or inhale chewing tobacco, tobacco snuff, or possess or use tobacco in any other form on a public highway, street, alley, park or lands used for public purposes, or in a public place of business or amusement. A person who violates this section is guilty of a misdemeanor, punishable by a fine of not more

than \$50.00 for each offense. Pursuant to a probation order, the court may require a person who violates this section to participate in a health promotion and risk reduction program. Under this section, the violator is responsible for the costs of participation in the program.

Violators of the smoking policy will be referred to law enforcement. Students who sell tobacco, attempt to sell tobacco, or provide tobacco in any manner, will be referred to an all-online school environment.

Alcohol and Other Controlled or Non-Controlled Substances

No student shall possess, be under the influence of, use, attempt to deliver, sell, or advertise a controlled substance, or a substance that the student represents to be a controlled substance by appearance or effect. Students are not to use, possess, or sell any controlled substance, alcoholic beverage, or non-controlled substance on school property, buildings, grounds, athletic fields, buses, or at any home or away school related activities.

Students who use, possess, sell or are under the influence of illegal drugs and/or alcohol while at school or at school functions will have two options after the first offense:

First Offense

1. Suspended until an appointment with a substance abuse program or a counselor is made and kept. We will work with all counseling recommendations. Documentation of all appointments must be turned in to the on-site teacher BEFORE the student may return to school.
2. Leave the program

Second Offense

A second offense at any time during a student's enrollment in Ionia Public Schools will result in long-term suspension and possibly expulsion.

Substance Abuse Policy

In an effort to address the issue of substance abuse and to reinforce the school's position, the following interpretation will be used when applying the district's code of school conduct as it relates to alcohol and drugs.

Controlled Substances

1. Alcoholic beverages (beer, wine, wine coolers, malt liquor, bottle liquor, pre-mixed drinks and other similar beverages.
2. Marijuana, hashish or any other similar cannabis derivative.
3. Amphetamines (speed, cocaine, etc.)
4. Phencyclidines (PCP, angel dust)
5. All hallucinatory chemicals
6. Barbiturates
7. Opiates
8. Other mood altering chemicals which can hinder the student's ability to learn and participate and which could cause damage to the student's health.
9. Malt beverages labeled as "non-alcoholic".
10. Prescription drugs shall be kept and dispensed from the on-site teacher, in the presence of another school employee. A written prescription, as well as parent-signed permission slip, shall be kept on file for students that self-medicate.
11. Over the counter drugs and medications being transferred from one person to another is forbidden.

Non-Controlled Substance

A non-controlled substance or imitation controlled substance that is not a controlled substance but by appearance (including color, shape, smell, taste, size or markings) and/or by representations made will lead a reasonable person to believe that the substance is a controlled substance or which by representation made would allow the recipient to display, sell, distribute or use the substance as a controlled substance.

The following factors which will be assessed in determining whether or not a student has "represented" a substance to be an imitation controlled or non-controlled substance.

1. Any expression or implied representation or statement that the nature of the substance or its use or effect is similar to that of a controlled substance.
2. Any expression or implied representation or statement that the substance may be resold for an amount considerably in excess of the reasonable value of the composite ingredients and the cost of processing.
3. Any expressed or implied representation or statement made that the substance is a controlled substance. The substance's package, label or name is substantially similar to that of a controlled substance.
4. The proximity of the substance to a controlled substance.
5. That the physical appearance of the substance is substantially similar to a controlled substance including the smell, size, shape, taste, markings or color of the substance.

Prohibited Articles

Problems may arise because students bring articles to school that are hazardous to the safety of others or interfere in some way with school procedure. Prohibited articles include but are not limited to: toy guns, squirt guns, laser pointers, water balloons and other toys. If any prohibited item is brought to school, they will be confiscated and kept by the on-site teacher at the IPS Virtual Middle/High School until the end of the appropriate disciplinary time. Parents/guardians are responsible to retrieve them from the IPS Virtual Middle/High School on-site teacher. Refusal to comply with the confiscation will result in further consequences.

The school will not be responsible for the loss or theft of such items if brought to school.

WIRELESS COMMUNICATION DEVICES and CELL PHONES

Students may use wireless communication devices (WCDs) and cell phones before and after school, during passing time at their lockers, or during their lunch break. Personal WCDs and cell phones are to remain

in lockers otherwise.

WCD and cell phone infractions will result in confiscation, parent/guardian(s) must pick up the cell phone. Multiple infractions may result in the need for a parent/guardian(s)/student meeting with the administration to create a personal electronics plan/contract. The school is not responsible for lost or damaged personal property. Kindles, Nooks, and other electronic books will be allowed during class time at the teacher's discretion as long as other applications of the device are not accessed. Violations will result in loss of the opportunity for the use of electronic books.

Students who refuse to hand over their cell phone or device upon being directed to do so by a staff member will be disciplined for Gross Misbehavior. The discipline for such Gross Misbehavior would be in addition to the discipline called for by the cell phone or device violation itself.

Students are prohibited from using WCDs to capture, record, or transmit the words and/or images of any student, staff member or other person in the school or while attending a school related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without their consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated by administration and held until the end of the school year. The student may also be suspended from school of up to 10 days including a recommendation for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved student, but can lead to unwanted exposure of the message and images to others, and could

result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Cell Phone Violations

1st Offense: verbal warning and phone returned to locker.

2nd Offense: confiscation until the end of that student's school day

3rd Offense: confiscation until a parent/guardian can come to the IPS Virtual Middle/High School to retrieve the device.

4th Offense: student cell phone must be checked in with the on-site teacher upon entering the building

Search and Seizure

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers (where provided), student cars, desks, backpacks and purses under the circumstances outlined below, and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and possessions. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspection of lockers at any time without notice, without student consent, and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag and athletic bag) may be searched whenever a school official has reasonable suspicion to

believe that the student is in possession of illegal or unauthorized materials. The search must also be reasonable in scope.

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Dogs for detecting drugs may be used occasionally.

Search of the student's person or possessions will be limited to the situation where there is reasonable suspicion that search of the student will reveal evidence that the student has violated or is violating the law and/or school rules, that a student is in possession of evidence of an illegal act, or a school violation.

When it is practical, the student shall be present when a search of his/her possessions (including automobiles) is conducted. Items confiscated during an inspection, investigation, or search will be held by school administration pending further investigation, or disciplinary action.

The search must be reasonable in scope to the objectives of the search, not excessively intrusive in light of age/sex of pupil and nature of the infraction.

Items held or confiscated by the school will be evaluated for return to the proper owner upon completion of an investigation and/or disciplinary action. Contraband or unlawful items, the possession of which violates the Guideline for Student Behavior, School District Policy, State Laws, and/or Federal Law, shall not be returned to the student or to any representative of the student; such items shall be turned over to law enforcement officials or, if not desired by such law enforcement officials, shall be destroyed by the school. Other items left unclaimed after an investigation or a disciplinary action will be disposed of by the school.

Expulsion Process

Expulsion is defined as termination of enrollment for greater than ten (10) days. A student may be expelled only by action of the IPS Board of Education following the recommendation by the building principal. Expelled students are not allowed on school grounds or at any district-sponsored activities.

For an offense constituting persistent disobedience or gross misconduct, the following factors will be considered prior to suspending or expelling a student:

1. The student's age
2. The student's disciplinary history
3. Whether the student has a disability
4. The seriousness of the violation or behavior
5. Whether the violation or behavior committed by the student threatened the safety of any student or staff member
6. Whether restorative practices will be used to address the violation or behavior
7. Whether a lesser intervention would properly address the violation or behavior

Damage Charges for School property

Students should not mark on furniture, walls, ceilings, floors or equipment with pen, pencil, paint or any other instrument. Anyone who willfully destroys school property through vandalism, arson or larceny, or who creates a hazard to the safety of our students or staff, will be subject to disciplinary consequences and will be referred to the proper law enforcement agency.

Telephone Use

The use of the Virtual High School's telephone is at the discretion of the teaching staff. Necessary messages will be taken and delivered during student breaks.

Student Network and Internet Acceptable Use and Safety

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return

[the agreement] form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access in information, communication and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial.

Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

**Ionia Public Schools Bylaws & Policies #7540.03 – STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY is provided in full at the Ionia Public Schools Virtual Middle/High School before students/parents/guardians are asked to sign the STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT. It is also*

available on the IPS website (www.ioniaschools.net) under DISTRICT INFORMATION: Board of Education: Board Policies: Bylaws & Policies.

Immunizations

Immunization information and up-to-date immunization procedures are required by Ionia Public Schools in order for the student to be admitted and attend school. A student enrolling for the first time shall submit one of the following:

1. A statement signed by a physician showing the student has been tested for and immunized or protected against diseases specified by the Director of Community Health.
2. A statement signed by a parent or guardian stating that the student has not been immunized because of religious convictions or other objection to immunization.
3. A statement signed by a physician that certifies the student is in the process of complying with all immunization requirements.

Ionia County Health Department Clinics

175 East Adams Street, Ionia

616-527-5341

Additional Information

Legal Guardianship

Should a student live in the Ionia Public School district with a relative other than his/her parent, a legal guardianship must be obtained.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school, in writing, any limitation of the non-custodial parent. Absent such notice, the school shall presume that the student may be released to the care of either parent.

Student Pictures

All students are required to have their picture taken for the purpose of a student ID card and for input into the Student Record. Student pictures

and identifying names will be printed in the school yearbook, and may be used in the school newsletter or local media.

Inclement Weather Policy

During Inclement weather, you may find information about school closings or delays on the following, TV channels, radio stations and IPS website.

TV Channels: 4, 6, 8, 13, 17

Radio stations: WION 1430 AM and 92.7 FM

IPS Website: **www.ioniaschools.org**

You may also choose to sign up for e-Notify services to receive text and/or email messages regarding school closings and other news items. The Ionia Public School District makes decisions to close or delay the opening of school due to inclement weather according to the following procedure:

1. Ionia Public Schools will close or delay the opening of school when weather conditions do not allow students to arrive at school in a safe manner.
2. A decision to close or delay school is based on the most current information available to the school district at the time of the decision. The district monitors reports from area police, road commissions and the National Weather Service.
3. The decision to close or delay school will be done on a daily basis.
4. If an emergency situation warrants the early dismissal of the students, the stations listed will be notified.
5. It is important that the telephone lines to the schools, transportation and the administrative offices remain open to receive the latest weather and road information. Please do not call the school offices; all information will be announced on the listed radio and television stations and websites.

Parents always have the right to make the final decision if they feel it is not safe to send their student during inclement weather. With a signed note from the parent or guardian, the student's absence will be excused.

When Ionia Public Schools close, IPS Virtual High School is also closed.

Be informed about School Safety Laws

Through the efforts of the State's Safety Task Force, three important and far reaching school safety bills were signed into law in 1999:

PA104 Michigan Law requires the permanent expulsion of students in grades 6 and above who intentionally cause or attempt to cause physical harm to a teacher, volunteer, or contractor in a school. Additionally, expulsion of up to 180 days is required for students in grades 6 or above for verbal threats, bomb threats, or similar threats.

PA103 Michigan Law allows a teacher to suspend any age student from his/her class, subject or activity for up to 1 day if the teacher "has good reason to believe" the pupil's conduct would merit suspension under the local board student code of conduct.

PA102 Michigan Law requires school districts to expel a student in grade 6 or above for up to 180 days for student-on-student assault. Assault is defined as "intentional, unauthorized physical contact or threatening words with another person, which causes physical injury or reasonably be expected to cause physical injury".

Notification of Rights under FERPA for Elementary and Secondary Institutions

The Family Educational Rights Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

- Parents and Eligible Students have the right to inspect and review the student's educational records within 45 days that the district receives a request for access.
- Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect.

The principal will make arrangements for access and notify the parent or eligible student of the time and where the records may be inspected.

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

Students should be familiar with the fire alarm procedures for each of their classes. Students will be directed out by their teachers from the building in an orderly fashion.

The first groups out of the building should move well away from the building to allow room for the remaining students.

Tornado Drills/Alerts

A tornado drill or alert is indicated by an announcement by staff members. Staff members will direct students to safety areas until the drill is ended.

Lockdown Drills

A lockdown is when the smartboot is deployed, securing the door of that room due to a severe threat inside or outside the building. Students are to remain out of sight and remain silent. Students do not open the door for any reason. Lockdown drills are practiced throughout the year.